

Subject: Re: Employee Termination Clearances
From: Carolyn Weaver <carolyn.weaver@alaska.edu>
Date: Sun, 13 Jan 2008 20:42:45 -0900
To: Carolyn Weaver <sncaw@alaska.edu>

Sample of Clearance Office
Email List Response

sncje@alaska.edu wrote:



DATE: January 14 2008
TO: sncaw@alaska.edu
FROM: sncje@alaska.edu
SUBJECT: Employee Termination Clearances

Dear Clearance Department:

This email has been auto-generated by the HR System Termination Workflow process.

The following employees are terminating employment with the University of Alaska. Please include the account balance for each employee in the space provided below and return this email to the University of Alaska Statewide Payroll office at sncje@alaska.edu *no later than 3:00 p.m. of the employee's Termination Date*. **If possible**, this balance will be deducted from the employee's final pay.

If outstanding balance notices are received after the employee Termination Date listed below, the collection of these balances from the employee becomes the responsibility of your department.

If you have any questions or concerns, please reply to this email.

Thank you very much for your assistance.

___UAF Student Recreation Center_____

(Please enter department name to ensure appropriate collection)



- Requires immediate response for attempt to collect outstanding balances.

TERM
DATE: 08-DEC-2007



\$___250.00_____Balance Due for___Hockey
tickets_____

Bragg, Fred
T800 - Butrovich Bldg 2nd Floor
EID: 912
Last Work Date: 07-DEC-2007
Position: 299052 00

sncaw@alaska.edu
UA ID: 30012319
Eclass: NR
Current Term: None

\$ _____ Balance Due for _____

NonExempt Staff, RegII sncaw@alaska.edu
T802 - Statewide Information Serv (Fbks) UA ID: 30025211
EID: 002 Eclass: NR
Last Work Date: 08-DEC-2007
Position: NR0001 00 Current Term: None

\$ 100.00 _____ Balance Due for _____ Life
Program _____

Nonexempt, Fiscal syhr@alaska.edu
T800 - Butrovich Bldg 2nd Floor UA ID: 30027413
EID: 022 Eclass: NR
Last Work Date: 08-DEC-2007
Position: NR0001 00 Current Term: None

● \$ _____ Balance Due for _____

Nonexpt, Regular sncje@alaska.edu
T800 - Butrovich Bldg 2nd Floor UA ID: 30025549
EID: 009 Eclass: NR
Last Work Date: 08-DEC-2007
Position: NR0001 00 Current Term: None

TERM
DATE: 01-DEC-2007

\$ _____ Balance Due for _____

Nonexempta, Regular Arr syhr@alaska.edu
T802 - Statewide Information Serv (Fbks) UA ID: 30027430
EID: 222 Eclass: NR
Last Work Date: 01-DEC-2007
Position: NR0001 00 Current Term: None